

## **Directions for Using Online License Renewals**

### General

- Renewing your license by Internet is quick and easy. You can access the online renewal process 24 hours a day, 7 days a week, with a \$3.00 Accela processing fee, per license.

**Please Note:** You can use this service if:

- No information has changed. **No information may be changed through the online renewal process. If changes are required you must submit the appropriate paper work with the appropriate division.**
- You have a valid Visa or Master Card

Sign on to the VelocityHall web site by:

- accessing the Michigan Department of Labor and Economic Growths' web site at <http://www.michigan.gov/bccrenewals>

Scroll down and select License Searching – Renewal Payments

### **First Time Users**

Select *License Searching – Renewal Payments*

- Register by selecting **Register Here**
- Complete the entire form, select Proceed
- Read Privacy Statement, select Proceed
- Read Terms and Conditions, select I Agree or I Disagree
- Review Registration Confirmation Page, select Proceed

License Number (screen 1)

- Enter your license number
- Enter your license type – Select from drop down list
- Select Add (if you have additional licenses continue using the Add function)
- Select Continue

License Number (screen 2)

- Review the license information, if it is correct, select Continue
  - If corrections need to be made, press add/modify

Check/Research a Permit

- Select By License Number

Look up Permits By License Number

- If you hold more than one license, use the drop down to select the appropriate license
- Select Search

License: (number)

- Select license (permit) number in blue to continue

## Directions for Using Online License Renewals

### Detail

- Select Online Payment
- Select Continue

### Step 1 of 3: Review Permit (License) Information

- If everything is correct select Process Permit

### Step 2 of 3: Payment

- Complete required fields
- Select Submit

### Step 3 of 3: Payment Confirmation

- Select View printable **receipt** (this is not your license, it will be printed and mailed the next business day)

## Registered users

### Select *License Searching – Renewal Payments*

Login using your e-mail address and password

#### License Number (screen 1)

- Review the license information, if it is correct, select Continue
- Select Add (if you have additional licenses continue using the Add function)
- Select Continue

#### License Number (screen 2)

- Review the license information, if it is correct, select Continue
  - If corrections need to be made, press add/modify

#### Check/Research a Permit (License)

- Select By License Number

#### Look up Permits By License Number

- If you hold more than one license, use the drop down to select the appropriate license
- Select Search

#### License: (number)

- Select license (permit) number in blue to continue

### Detail

- Select Online Payment

## Directions for Using Online License Renewals

### Step 1 of 3: Review Permit (License) Information

- If everything is correct select Process Permit

### Step 2 of 3: Payment

- Complete required fields
- Select Submit

### Step 3 of 3: Payment Confirmation

- Select View printable **receipt** (this is not your license, it will be printed and mailed the next business day)

If you are renewing more than one license, press the Home link at the top left of the screen and begin the process for the next license (you are still logged on).